

# Resume

## Muzammil Arshad

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### Director of Hotel Finance & Business Support

#### PROFILE SUMMARY

With over eighteen years of international experience in the hospitality industry, I am a driven finance executive with an extensive background in accounting, strategic planning, budgeting, and corporate finance with a proven track record of maximizing business opportunities and consistently achieving Resort & Corporate financial performance goals. Recognized as hands-on & a problem solver who can rapidly resolve cross-functional business process problems, formulate strategic plans and budgets, and implement change where necessary which benefit the company's bottom line.

I also possess significant leadership experience which has resulted in better financial performance and ultimate success for owners & the operating team. Excellent communication, administrative & interpersonal skills & proficiency in monitoring & implementing IT & Internal control systems for all financial and statutory matters. Expertise in monitoring the inflow & outflow of funds and ensuring effective working capital management and optimum utilization of available funds towards the accomplishment of the company & the corporate goals.

#### Additional areas of expertise include:

- |                                  |   |                                      |
|----------------------------------|---|--------------------------------------|
| ✓ Procurement Controls           | ✓ International & domestic product sourcing | ✓ Profitability & Cost Analysis      |
| ✓ Contract negotiation           | ✓ Technology & Process implementation       | ✓ Process Reengineering              |
| ✓ Strategic & Financial planning | ✓ Team building & Performance improvement   | ✓ Capital & FF&E budgeting & control |

#### EXPERIENCE & ACCOMPLISHMENTS

##### Shazia Heights (Lahore, Pakistan)

Dec 2020 to date

Shazia Heights offers service residences with all the comfort of home, it is located in the heart of Lahore's most desirable location.

##### Financial Controller (Dec 2020 to date)

I oversee all financial practices and procedures to ensure tight daily control of cash flows, revenues, and expenses, implementation of appropriate IT tools.

##### COMO Hotels & Resorts (Maldives)

May 2018 to Nov 2020

COMO Maalifushi is an island resort located in the sparkling turquoise waters of the Maldives' southerly Thaa Atoll, COMO Maalifushi features a mix of 65 land and over-water suites and villas. COMO Maalifushi offers guests three dining options. COMO Shambhala Retreat provides holistic wellness & Spa. Range of activities including Dive and water sports, Surfing, Sailing, Dolphin cruise & Whale shark.

##### Financial Controller (May 2018 to Nov 2020)

Managed the Finance Division (Accounting, Purchasing & Stores, IT) Established SOP's, support operation teams to deliver set objectives through effective management.

- Successfully identified unnecessary costs to flex expenses by 35% and increase bottom line revenue by 40%
- Ensure financial records are maintained in compliance with accepted policies and procedures (IFRS, USOA 11)
- Analyze and advise executive management on business operations including revenue and expenditure trends, financial commitments, and future revenues
- Ensure an up-to-date cash flow projection is maintained and maximize the cash flow performance of the hotel through controls on inventory, effective credit, and collection, disbursements, deposits, and remittances. Ensure excess cash is managed to maximize earning potential

##### Hajveri Associates (Lahore, Pakistan)

Oct 2017 to Apr 2018

Hajveri Associates is an international real estate development company with a distinguished resume and reputation established over decades. As a full-service developer, Hajveri Associates can rapidly move any project from site selection, acquisition, construction, and maintenance.

##### Financial Controller (Oct 2017 to Apr 2018)

- Implemented cost-effective measures to have necessary controls on expenses & revenue.
- Performed collection activities to recover over 2 Million PKR.

##### Six Senses Zil Pasyon (Seychelles)

Nov 2016 to Sep 2017

##### (Pre-Opening team member)

Six Senses Zil Pasyon is located on Félicité, a private island where massive granite rocks and white sand beaches create an air of theater and beauty. With perpetual summer, the island is ideally located outside the cyclone belt just 30 nautical miles northeast of the Seychelles International Airport. Its 30 pool villas offer an oasis of serenity encircled by the Indian Ocean

### **Director of Finance (Nov 2016 to Sep 2017)**

I joined Six Senses Zil Pasyon in November 2016 as Director of Finance during the pre-opening phase & got an opportunity to get myself fully involved in the configuration of all finance systems.

- Producing accurate forecasts that enabled operations to react to changes in the business.
- Regular review of stores & inventories and operating supplies to avoid unnecessary or excessive purchases and to eliminate obsolete or slow-moving items
- Created appropriate development & succession plans to develop team members based on their strengths, development needs, career aspirations, and abilities.
- Attended and participated in regular meetings with corporate company executives from the management company and owners & their representatives to review monthly financial statements

### **Jumeirah Vittaveli (Maldives)**

**Dec 2011 to Oct 2016**

#### **(Pre-Opening team member)**

Jumeirah Vittaveli located on a private island was opened in December 2011, is a luxury award-winning resort consisting of 43 beach villas and suites, 46 lagoon villas and suites (89 keys), three restaurants and a beachside cocktail bar, private swimming pool in every villa. Full range of water sports including deep-sea fishing, diving, kayaking, and kite surfing & Talise an award-winning Spa consisting of 11 private treatment rooms and 5 Spa Suites.

### **Financial Controller (May 2013 to Oct 2016)**

I commenced my duties as Financial Controller having been promoted from the position of Finance Manager in May 2013 & joined the Executive Committee of Jumeirah Vittaveli. I have contributed to achieving an annual sale turnover of more than \$34 million per annum and a 41% EBITDA on average. We achieved a growth of 18% in 2014 compared to the previous year in net profit by implementing regular financial reviews with each department and by executing several initiatives as below:

- Interpreted financial results and work with respective heads of departments to maximize operating results, providing them with tools for future planning and control.
- Conducted monthly P&L meetings with the executive committee.
- Assisted & advised Sales & Marketing executives to boost the revenue by implementing various revenue-increasing incentive plans for tour operators.

### **Finance Manager (Jul 2012 to Apr 2013)**

Due to consistent performance-driven successes, I was promoted to Finance Manager in July 2012. Achieved very good ratings in the Jumeirah Corporate finance audit as well as in Government tax audits due to several initiatives as below:

- Assisted Director of Finance in the effective implementation of all Accounting & Finance and Information Systems Policies & Procedures.
- Implemented an effective and efficient day-to-day control system, administration, reporting system, and transfer of skills in all related areas.
- Maintained a strong accounting and operational control environment to safeguard assets.
- Provide direction and assistance to other organizational units regarding accounting and budgeting policies and procedures, and efficient control and utilization of financial resources.

### **Asst. Finance Manager (Dec 2011 to Jun 2012)**

I joined Jumeirah Vittaveli in December 2011 as Asst. Finance Manager during the pre-opening phase & got an opportunity to get myself fully involved in the configuration of all finance systems. I also assisted with the operations aspects of the business and gained considerable experience in that area which has since assisted me in understanding operational issues and problems.

- Increased productivity levels by providing key contributions toward automation of account reconciliation processes & ensuring that all balance sheet accounts are reconciled each month & supported by valid documents and explainable.
- Assisted the Finance Manager for the performance of month-end closing by ensuring that all the systems are balanced with General Ledger. Prepare monthly standard journal vouchers.
- Helped & assisted Sales & Marketing to compile detailed annual budget and marketing plan.

### **Zitahli Resorts & Spa, Kuda-funafaru Maldives (Currently operated by Noku Hotels)**

**Feb 2010 to Dec 2011**

Zitahli Kuda Funafaru is a 5\* luxury resort located in the Noonu atoll (province), approximately 189km from Ibrahim Nasir International Airport & a 45-minute scenic seaplane trip over the azure waters to arrive in a lush & beach fringed natural island resort. Zitahli Kuda-funafaru is nestled by 50 contemporary villas over 9 hectares which ensures absolute privacy. It also has 3 restaurants & offers a full range of water sports activities including scuba diving, deep-sea fishing and an overwater Spa with private treatment rooms is available for guests of the resort.

### **Chief Accountant (Feb 2010 to Dec 2011)**

Reporting to the Group Director of Finance I was in charge of the company-wide financial and administrative operations with a team of 10. I managed inventory of over \$1 million & was responsible for direct account payables/receivables & financial reporting, and daily cash flow. Assisted with the compilation & control of all department budgets & lead all facility initiatives to supervise logistics. Together with concerned executives, we offered exceptional customer service making the best use of human resources.

**(Pre-Opening team member)**

A luxury Doha oceanfront resort that exemplifies the perfect fusion of contemporary and traditional, Ritz-Carlton Sharq Village & Spa is located in the heart of Qatar. Accommodation included 174 luxury rooms & featured an exceptional Spa and nine world-class dining restaurants including the only Persian fine dining restaurant in Qatar.

Senior Accountant (Jul 2008 to Jan 2010)  
Accounts Payable (Nov 2006 to Jun 2008)

**Inter-Continental Dar Al Tawhid (Makkah – Saudi Arabia)**

Feb 2002 to Oct 2006

**(Pre-Opening team member)**

InterContinental Dar Al Tawhid is centrally located in Mecca, steps from King Fahad Gate and minutes from Abraj Al-Bait Towers. This 620 rooms 5-star hotel is located close to Masjid al-Haram.

Finance Secretary (Apr 2005 to Oct 2006)  
Accounts Receivable (Feb 2002 to Mar 2005)

**EDUCATION**

<b>2016 to 2019</b>	<b>CPA</b> Institute of Certified Public Accountants of Pakistan
<b>1997 to 2000</b>	<b>Bachelor of Commerce Degree B.Com</b> University of Punjab, Lahore – Pakistan
<b>1995 to 1997</b>	<b>Intermediate of Commerce I.Com</b> Punjab College of Commerce / Lahore Board of Intermediate & Secondary Education – Pakistan
<b>1984 to 1994</b>	<b>Matriculation (Science Group)</b> Cathedral High School Lahore – Pakistan

**MEMBERSHIPS**

- Member Institute of Certified Public Accountants of Pakistan (Membership no: M-2316)
- Member Institute of Public Accountants Australia (Membership no: 298273)
- Member Institute of Financial Accountants UK (Membership no: IPA298273)

**SOFTWARE & HARDWARE SKILLS**

- Highly competent in **Microsoft Office products including advanced Excel**
- Accounting Packages **Sun System 4 & 5 (Hospitality Accounting package)**
- Highly competent with **Material Control (MC) Stock control system.**
- Fully conversant with **OPERA PMS including Revenue Management.**
- Fully conversant with **Hyperion Planning & CPM for budgeting & Forecasting.**
- Conversant with **Fusion system for Payroll.**

**TRAINING / CERTIFICATIONS**

<b>Jumeirah Vittaveli (Maldives)</b>	<b>Dec 11-Nov 16</b>	<b>InterContinental Dar Al Tawhid (Makkah)</b>	<b>Feb 02-Oct 06</b>
<ul style="list-style-type: none"> <li>• MBTI Workshop</li> <li>• Hotel Revenue Management (eCornell)</li> </ul>		<ul style="list-style-type: none"> <li>• Night Audit &amp; Front Office Operations</li> <li>• Craft Training Certificate workshop (Train the trainer)</li> <li>• The InterContinental Experience <u>you</u> bring it to life</li> <li>• Be My Guest</li> </ul>	
<b>Jumeirah Group Corporate Finance (Dubai)</b>			
<ul style="list-style-type: none"> <li>• Finance Essential Workshop</li> </ul>			
<b>Ritz-Carlton Sharq Village &amp; Spa (Doha)</b>	<b>Nov 06-Jan 10</b>	<b>Habib Bank Limited (Lahore)</b>	<b>Aug 00 – Nov 00</b>
<ul style="list-style-type: none"> <li>• PeopleSoft 8.9 Basics for Budgeting &amp; Forecasting</li> <li>• Seven Habits of Highly Effective People 12<sup>th</sup> to 14<sup>th</sup> Oct 09</li> <li>• Payroll / General Cashier cross-training</li> </ul>		<ul style="list-style-type: none"> <li>• Internship – worked as a trainee banker</li> </ul>	

**APPRECIATION AWARDS**

<b>Inter-Continental Dar Al Tawhid (Makkah – Saudi Arabia)</b>	<b>Ritz-Carlton Sharq Village &amp; Spa (Doha)</b>
<ul style="list-style-type: none"> <li>• An employee of the Month in October 2004.</li> <li>• Various appreciation letters were received from the General Manager.</li> <li>• Excellent Service record certificate received from Area Director of Finance &amp; Business Support Middle East.</li> </ul>	<ul style="list-style-type: none"> <li>• Nominated as a 5-star employee for the 3rd Quarter of 2007.</li> <li>• Nominated as a 5-star leader for the 2<sup>nd</sup> Quarter of 2009.</li> <li>• Certification of 100% scoring in Ritz-Carlton Philosophy-Aug 09.</li> </ul>

**REFERENCES**

Available on request.